

## **KRONOS EMPLOYEE TIME CARD CHECKLIST**

This checklist provides a quick reference for all the steps an employee needs to take to ensure their time card is completed and approved each pay period.

- √ **NON-EXEMPT EMPLOYEES:** Enter all work hours exactly as they occurred. Hours must be entered in quarter-hour increments.
- √ **EXEMPT EMPLOYEES:** Enter the necessary number of hours per week to account for 40 hours if you are full-time. **NOTE:** You may need to record all work hours exactly as they occurred if you are reporting time worked on grants. Human Resources or Financial Services will notify you if you are required to report all hours worked.
- √ Enter all approved leave hours used exactly as they occurred. Hours must be entered in quarter-hour increments.
- √ Provide any necessary leave documentation to your supervisor. For example, jury duty orders to document civil leave or a doctor's note to document a sick leave absence of longer than three consecutive days.
- √ If you have overtime hours (non-exempt employees only), use the **COMMENTS** feature to select whether you want to receive pay or comp time earned for the hours. Human Resources will code your overtime based on the election you make.
- √ Check to make sure you have accounted for 40 hours of work and/or leave in each workweek if you are full-time.
- √ Highlight all time records and click on **APPROVE**.
- √ Check to make sure there is a 1 next to each time record in the **AP** column indicating that you have approved each line on your time card.

**THESE STEPS MUST ALL BE COMPLETED NO LATER THAN THE FIRST BUSINESS DAY AFTER THE END OF THE PAY PERIOD.**